



Job Opportunity

State Controller's Office

Position: Administrative Assistant I

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: January 9, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Maria Martinez, (916) 327-9469

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

FREE PARKING PROVIDED

California Relay Service: 1-800-735-2929

Position Number(s): 051-540-5361-xxx
Ref 0109 ADM 1

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general direction provided by the Chief, Division of Collections, the Administrative Assistant I will provide administrative relief using initiative and good judgment in alleviating administrative detail and/or activities. Research and obtain facts for which the administrator can make decisions or utilize in the discharge of his/her responsibilities. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Research information and develop reports or summaries to be presented to the Division Chief;
- Originate correspondence for signature based upon researched facts and program information;
- Assist Division Chief, and other program staff with administrative issues, including drafting, proofreading and editing documents, preparing materials for meetings, and other duties;
- Coordinate agenda items and equipment needs in preparation for meetings and conferences;
- Review and research sensitive issues, and regulations or other materials when required, and provide a summary to the Division Chief concerning the possible impact;
- Schedule conferences and/or meeting dates;
- Prepare periodic status reports and track assigned tasks using computer software;
- Coordinate with division staff to maintain and periodically update various data tracking sources using Microsoft Excel;
- Respond to inquiries from outside sources and provide direction and/or information to assist in the collection of data.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Desirable Qualifications:

- Proficiency in Internet resources, PowerPoint, Excel, Outlook and Word;
- Excellent interpersonal communication skills;
- Experience in multitasking;
- Excellent writing skills;
- Independent and flexible.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Maria Martinez

Reference Number 0109.ADM 1, 051-540-5361-XXX (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).